

# VACANCY NOTICE

FOR OPPORTUNITIES IN RHODE ISLAND STATE GOVERNMENT

CS-376

REV(11/01)

Description of Position	TITLE OF POSITION: <u>Social Caseworker</u>	CLASSIFICATION CODE: <u>02820200</u>
	SALARY RANGE: <u>(A22) \$39838 - 45931</u>	REFERENCE POSITION NO.: <u>1255-10000-2322</u>
	Department of Human Services	APPLICATION PERIOD: <u>8/29/08 - 9/5/08</u>
	Division/Section/Unit: <u>Management Svs.</u>	<b>GRACE PERIOD ENDS</b> <u>9/10/2008</u>
	Assignment(s) / Comments: <u>LATERAL BIDS ONLY - INAPPROPRIATE BIDS WILL NOT BE ACKNOWLEDGED</u>	
	Shift and Days: <u>Monday - Friday 8:30 - 4:00</u>	Job Location: <u>Warwick with Statewide Coverage</u>
	Restrictions/Limitations: _____	Responsibilities _____
	Position Covered By Collective Bargaining Union Agreement	Yes <u>X</u> No _____
	Name of Bargaining Unit Union: <u>RIASSE, Local 580</u>	
	There is* <u>X</u> is not _____ a Civil Service List for this position	<b>See A/B or Both for Specific Instructions</b>
* NOTE: If there is a list, only laterals (employees with the same title) or individuals certified by OPA may be appointed to this position.		
General Information to Candidate	<b>INSTRUCTIONS:</b>	
	<b>A. STATE EMPLOYEE LATERAL BIDDER:</b> Bids are now being accepted for the position(s) indicated. If you are currently in this classification and wish to bid, please complete fully the CS-14 Application Form; and RIEEO 378 Affirmative Action Card. Remember to include, either <u>on the application</u> or <u>within a cover letter</u> , both the File Position Title and Number.	
	<b>Most Important</b> - Please include the following information:	
	<ul style="list-style-type: none"> <li>The title of the position for which you are applying</li> <li>Title of your present position and date you entered it</li> <li>Date you entered State service</li> </ul>	<ul style="list-style-type: none"> <li>Name of department where you are currently employed</li> <li>Your business telephone number</li> <li>Present Union Affiliations</li> </ul>
	<b>*** In certain agencies, bargaining union applicants will receive preferential consideration according to contract.</b>	
	<b>B. NON INCUMBENT/NON STATE EMPLOYEE APPLICANT:</b>	
	If indicated above that <u>no civil service</u> list exists for this position, you need not be in the class of position, or be in State service to apply. All information requested on the application form must be furnished. The information you give will be used by the agency Personnel Office to determine your qualifications. If an item does not apply to you, or if there is no information to be given, write in the letters "N.A." for Not Applicable. If you fail to answer all the questions on the application form, you may delay consideration of your application.	
	<b>C. AMERICANS WITH DISABILITIES ACT (ADA) PROVISIONS:</b>	
	<ul style="list-style-type: none"> <li><b>Reasonable Accommodations:</b> If an applicant is unable to perform any essential job functions because of his/her disability but can achieve the required results by means of a REASONABLE ACCOMMODATION, then the individual shall not be considered unqualified for therefore the position.</li> <li><b>Medical Information:</b> Any medical exams required for this position will be performed after a conditional offer of employment has been made in accordance with the Rules/Regulations of the Americans with Disabilities Act (ADA).</li> </ul>	
	Statement of Duties	<b>DUTIES / RESPONSIBILITIES:</b>
To conduct screening interviews of those seeking social services and program benefits; to make referrals to DHS and other State and community agencies for services identified in the screening interview; to issue expedited food stamps; provision of child care assistance to low-income families; to perform case management services to families receiving benefits under the Family Independence Act, including, but not limited to, screening, assessment, development of employability plans; development of financial plans, provision of child care assistance, conducting group job searches, coordinating job development activities, managed care enrollment counseling, crisis intervention work in close concert with agencies and vendors specializing in education, training, employment, and other activities related to self-sufficiency; to determine initial and continuing eligibility for RIte Care cases; and other related duties as required. Current Assignment: FIP.		
Minimum Education & Experience	<b>EDUCATION / EXPERIENCE / SPECIAL REQUIREMENTS:</b>	
	(A class specification describing the duties of the position and the minimum qualifications will be furnished upon request.)	
	Possession of a bachelor's degree from an accredited institution of higher education with specialization in sociology, or psychology, social work or child development or vocational guidance, or any substantially equivalent education and experience.	
Where to Apply	Apply within the application period as shown on this announcement. <b>NOTE:</b> Some State union contracts allow a 3 day grace period for receipt of CS-14 application or bid. This Office does not assume responsibility for applications sent through the mail. <b>SEND RESUME or CS-14 APPLICATION to:</b>	
	Ann DeBonis	Telephone #: <u>401-462-2481</u>
	OHHS Human Resources Service Center	Fax #: <u>401-462-2041</u>
	Benjamin Rush Building	TTY/TDD #: <u>401-462-3363</u>
	600 New London Avenue	
	Cranston, RI 02920	
		(Telecommunication Device for the Deaf)



AN EQUAL OPPORTUNITY/DIVERSITY/E-VERIFY PROGRAM EMPLOYER